

**EMPIRE HILLS  
Architectural Review Committee  
Check List**

Owner Name: \_\_\_\_\_ Unit/Lot Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Submittal Date: \_\_\_\_\_  
\_\_\_\_\_ Review Date: \_\_\_\_\_  
Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ E-Mail \_\_\_\_\_

\_\_\_\_\_ Submit set of preliminary sketches to ARC chairperson, either hard copy or PDF file

Plans must:

- \_\_\_\_\_ Show floor plans, exterior elevations and an outline of specifications of materials and finishes
- \_\_\_\_\_ Show size, dimensions and style of, by way of illustration, the dwelling and attached garage.
- \_\_\_\_\_ Show the exterior design and building materials
- \_\_\_\_\_ Show the exterior color scheme (via hard copy paint sample for each ARC member)\*\*
- \_\_\_\_\_ Show the location of, by way of illustration, the dwelling and attached garage.
- \_\_\_\_\_ Show location of driveway, parking areas and landscaping (including fences, walls, recreational facilities and utilities) and the types of materials to be used.
- \_\_\_\_\_ Show the vegetation proposed to be removed or altered in order to accommodate construction, complete landscaping and enhance views
- \_\_\_\_\_ Provide acknowledgement forms signed by both Unit Owner and the contractor acknowledging that they have read and understand the provisions of the Master Deed and Condominium Bylaws.
- \_\_\_\_\_ One (1) single family dwelling for residential purposes only with a two (2) car or more attached garage
- \_\_\_\_\_ No out buildings
- \_\_\_\_\_ Area free of structures is at least 75%.
- \_\_\_\_\_ Minimum finished first floor (above grade) living area is at least 1,500 sq. ft. (Units 1-60) and 1,200 sq. ft. (Units 61-80)

- \_\_\_\_\_ Square feet of garage is no more than 50% of square feet of home and no more than 1,000 sq. ft. total
- \_\_\_\_\_ Height of structures is no more than (as measured from the highest existing grade within the foot print of the structure to the highest point of the roof): \*\*\*
  - 28 feet – Lots 13-35, 39-47, 50-68 and 71-80
  - 35 feet – Lots 48, 49, 69 and 70
  - 40 feet – Lots 1-12 and 36-38
- \_\_\_\_\_ Cupola is no more than 15 feet wide and does not exceed maximum height allowed
- \_\_\_\_\_ Chimney chase(s) is made of natural or man made stone or masonry materials
- \_\_\_\_\_ Side walls are at least 8 feet in height
- \_\_\_\_\_ Roof pitch is at least 8-12
- \_\_\_\_\_ Roofing materials are of darker earth-tone shades
- \_\_\_\_\_ Roofing materials are slate, cedar, or 30-plus year textured asphalt shingles or other material of similar high quality
- \_\_\_\_\_ Exterior has a rustic appearance with earth-tone colors \*\*
- \_\_\_\_\_ Exterior is natural wood, brick, stone or masonry type sidings
- \_\_\_\_\_ Windows, window frames, casings, sills and lintels are wood, vinyl or aluminum clad (painted)
- \_\_\_\_\_ Construction materials satisfy all applicable building code requirements.
- \_\_\_\_\_ Structures are located entirely within the permitted building area/setback areas
- \_\_\_\_\_ Driveway is in a 16' cleared right-of-way and has a paved (asphalt or concrete), brick or stone surface that is 12' wide
- \_\_\_\_\_ Shared driveway constructed to a 16' wide travel surface
- \_\_\_\_\_ Driveway located in an appropriate location on the Unit
- \_\_\_\_\_ Proper drainage and erosion measure in place
- \_\_\_\_\_ Landscaping is appropriate for the Unit and does not and will not block another Unit Owner's view.
- \_\_\_\_\_ Numbered trees to be removed have been identified
- \_\_\_\_\_ Outdoor lighting does not cast its rays beyond the Unit boundary
- \_\_\_\_\_ Location of underground utilities appropriate
- \_\_\_\_\_ Location of well appropriate
- \_\_\_\_\_ Location of septic system appropriate

Indicated on each line above, is either a "check" or a chronological number. A "check" indicates that it appears there is compliance with that standard. A number indicates that there is a comment or concern. These numbers are listed below, with further explanation and what needs to be done to be compliant.

